

**ST BARTHOLOMEW'S SCHOOL**  
**MEETING OF THE GOVERNORS' EDUCATION COMMITTEE**  
**WEDNESDAY 16<sup>TH</sup> JANUARY, 2019 AT 6.30 PM IN THE WORMESTALL MEETING ROOM**

**MINUTES**

<b>PRESENT:</b>	Catie Colston (CC)	Co-opted Governor, Chair
	Julia Mortimore (JAM)	Headteacher
	David Fitter (DWF)	Deputy Headteacher
	Kate Lefever (KL)	Appointed Governor
	Patricia Ray (PR)	Co-opted Governor
	Karen Sadler (KS)	Appointed Governor, Vice-chair of Governors
	Gareth Scourfield (GS)	Parent Governor
	Jeremy Sharpe (JPS)	Deputy Headteacher
	Campbell Smith (CS)	Appointed Governor

<b>IN ATTENDANCE:</b>	Kathy Hersh (KHH)	Assistant Headteacher
	Jon Lawes (JDL)	Assistant Headteacher
	Helen Sutherland (HLS)	Clerk to the Governors

<b>1. APOLOGIES:</b>	Bruce Steiner (BS)	Co-opted Governor
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**2. DECLARATION OF AOB**

As CC was delayed, KS stepped in as Chair until CC's arrival. The agenda was re-ordered to allow for CC's delay and to allow staff to leave once their items had been dealt with.

KS added:

- Attendance at the Finance & Risk Committee
  - Contribution Agreements
- to the agenda.

**3. DECLARATION OF BUSINESS INTERESTS**

There were no declarations.

**4. MINUTES OF THE MEETING HELD 14TH NOVEMBER, 2018**

The minutes of the meeting were agreed.

**ACTION: CC to sign.**

**5. MATTERS ARISING**

Equality Data Review

HLS confirmed that this item had been dealt with at last term's FGB meeting.

## Academic Board and House Heads' Conference

The agendas for both of these events will be circulated via HLS.

**ACTION: JPS & DWF and then HLS**

### 6. CURRICULUM UPDATE

KHH presented details of the new Ofsted framework, in particular the jargon that will be used. This presentation had been made to the Leadership Team (LT) earlier in the day.

The following were highlighted:

- The focus of the new framework is on the curriculum with terms that Ofsted have been told to use;
- There are three key terms: **Intent, Implementation and Impact**;
- The working definition of *curriculum* is given as "... a framework for setting out the aims of a programme of education, including the knowledge and skills to be gained at each stage" – **Intent**;
- Translating that framework over time into a structure and narrative, within an institutional context – **Implementation**;
- For evaluating what knowledge and skills pupils have gained against expectations – **Impact/Achievement**;
- Further terms:
  - o The building blocks which have been identified as most useful for subsequent learning are **components**
  - o The complex activity/skill/ performance the component will combine to achieve is called the **composite**
  - o How teachers think about the process of building each of our student's **schema**, building knowledge that is secure, deep, well organised, retrievable with some fluency and can be applied to new contexts.
- The new jargon makes staff think more explicitly about what they are teaching. Experienced and skilled teachers will do this already;
- The three "I"s: need to ensure that the curriculum is rich for St Bart's students and in context;
- Feedback from students is also important;
- Ofsted will want to see consistency and will have the following questions for the LT:
- **Intent**: How far do school leaders consider the quality of the curriculum in each subject as a driver of progress?
- **Implementation**: How effectively do school leaders/ teachers consider the content and sequencing of the curriculum in each subject?
- **Impact**: Leaders need to know what impact the curriculum is having on students' knowledge and understanding. How well are students learning the content outlined in the curriculum?
- There are also questions for Staff (NQTs to middle leaders) and Students.

KS asked about messages for Governors. KHH replied that there is a need for Governors to take the "intent" on board, to be confident about what the curriculum looks like and about progress. JPS added that Governors need to be fully behind the "intent", they need to hold the LT to account on "impact" and "implementation" is for the LT to undertake.

## **7. STAFF PROFESSIONAL DEVELOPMENT/CPD**

KHH provided the following update:

- The new CPD menu was introduced last term;
- Staff are able to choose training opportunities to fit their own needs and they gain points for taking up opportunities;
- There has been very positive feedback to the options offered and sessions that have run;
- There will be feedback on the Training Day on 30th January on Sixth Form Teaching & Learning, LAPs and SEND. Faculties will be talking about their focus areas;

CC joined the meeting at 7.02 pm.

- Emma Herbert will be showcasing students' work after school on Thursday to try to motivate students;
- TLR Holders' training sessions take place every half-term on a Monday after school and one had taken place on Monday 14<sup>th</sup> January.

KHH tabled a document summarising the feedback received regarding TLR training sessions.

KHH left the meeting at 7.14 pm.

## **8. CURRICULUM UPDATE**

### Sixth Form

JPS tabled papers regarding Sixth Form applications, planning and options for September 2019.

- 430 applications have been received which is a record at this stage;
- This includes 203 from external students which is double that usually received.

GS asked why the number of applications from external students is so high. JPS replied that a number of factors may have had an impact including reputation, good results, other Sixth Forms not attracting so many students, breadth of offer including the recent additions of Photography and Law. All applicants will be interviewed and there will be some drop off. JAM added that the applications are not coming from just one school.

It was also noted that a lot of applications were received much later last year, but this trend is not expected this year.

In terms of subject options:

- Psychology is the most popular;
- RE has seen a resurgence with 24 internal and seven external students opting for it; RE didn't run last year as only two students selected the subject, possibly due to the GCSE syllabus which did not encourage students to continue on to A-level. RE staff have also been promoting it more this year.

Governors asked what the maximum number of students is for the Sixth Form and for Sixth Form class sizes. JAM and JPS explained that there is no maximum and that St Bart's has enough room for all of those who have applied.

JAM:

- The study and social space has been expanded;
- Sixth Form students are not in school all of the time so the implications are not the same as those for the main school in terms of space, moving around etc.;
- Staff may start with larger classes in September until students settle on their subjects.

JPS:

- There isn't a maximum class size at A-level but the LT have tried to keep numbers at around 22. However, there may be up to 25 students in some classes based on the current number of applications and subject choices.

KS4

JPS:

- Staff will be speaking to Year 9 parents from next week regarding options;
- Year 8 will be given options choices after half-term;
- Kirkland Rowell student surveys will be going out week beginning 21<sup>st</sup> January;
- The Parents' survey will be conducted online in a couple of weeks.

## **9. KS4 REVIEW**

JDL provided the following update:

Behaviour

- There has been a real focus on recording behaviour in SIMS in order to understand issues and to support staff;
- Teachers are asked to record all final warnings and removals;
- Some analysis of removal data has been undertaken and where, for example, there appears to have been a high level in particular lessons, members of the LT have dropped in to see what can be done to support;
- The number of removals dropped between Autumn Terms 1 and 2: Year 10 removals fell from 83 in Term 1 to 71 in Term 2 and Year 11 from 50 to 37. The current Year 10 at this point in Year 9 had 213 removals, now on 153;
- Staff who have had high levels of removals have received training and support; there has been a positive impact on their figures;
- Following the analysis on final warnings, House Heads have been further empowered to implement a number of strategies to deal with low level disruption from students which can have a massive impact on learning. Following the introduction of these interventions an average of 33 final warnings a week dropped to 20, with just 16 last week.

DWF added that as staff can see that there are actions being implemented based on the data, they are more likely to enter information into SIMS.

JDL continued:

- There has been a lot of work undertaken around isolations;
- Opportunities are provided during isolations for students to reflect on their behaviour;
- The majority of isolations are for a number of isolations;
- JDL speaks to each Year 10 and Year 11 student who receives an isolation;
- A form has also been introduced, focussing on how to get it right next time.

#### Achievement

- An intervention tracking sheet has been introduced for all students;
- All faculties have been asked to list all intervention sessions that run during Activity Time and after school for Year 11 so that a comprehensive list can be given to students.

#### Back on Track

- There are currently 38 Year 11 students and 42 Year 10 students on the Back on Track programme;
- Year 12 mentors have 1:1 sessions with Year 11 students;
- A motivational speaker (Kevin Gaskell who was appointed as Porsche's Managing Director at 32) has been booked to come and speak to Year 11 Back on Track students about leadership, teamwork and overcoming adversity during period 4 on 27<sup>th</sup> February;
- Progress and Achievement Leaders have reviewed intervention timetables and encouraged students to attend sessions.

#### Attendance & Punctuality

- A new system for tracking students who are late has been introduced;
- "LT Late Checks" have been introduced when the whole LT have noted the name of each student who is late over the course of a week. The impact: Year 10: 46 in Week 14 to 37 in Week 15 and Year 11: 50 in Week 13 to 41 in Week 15.
- A minority of students who are persistently arriving late to lessons are put on a "punctuality report". Most improve their punctuality dramatically;
- Parents are contacted for students who are persistently late to school;
- Initiatives to reduce persistent absentees (students with attendance below 90%) have been introduced including Houses further working with parents and students, Education Welfare Officer involvement, monitoring of data by the LT, etc.: Year 10 from average of 28 in Autumn Term 1 to 24 in Term 2 & Year 11 from 30 to 25.

#### Community Awards – Pride of St Bart's

There are plans for a new awards style evening in the Summer Term to celebrate the work and contribution of staff and students in the wider community. Members of the school and wider community to be invited.

#### Transition to Sixth Form

- Only 27 students have not applied for St Bart's Sixth Form;

- Tutors are having conversations with and encouraging students to make St Bart's applications if appropriate. If it isn't, support and advice given as it is if applications have been made when it might not be the right route for a student;
- Conversations taking place with Adam Robbins about applicants who have been difficult and will need to meet our expectations before they join;
- All Year 11 students have had careers appointments.

PR noted that West Berkshire Council runs Junior Citizen and Young Mayor awards. JDL agreed to liaise with them.

**ACTION: JDL**

JDL left the meeting at 8 pm.

## 10. SEND REVIEW

CC explained that the main report will now come during the Summer Term.

Jo Hale will give a report in the second half of the Summer Term.

KS and BS will undertake a link visit.

**ACTION: CC & HLS to review the Education Committee's Annual Work Plan**

## 11. PRIORITY GROUPS UPDATE

DWF explained that there is a need to decide the frequency and details of the report. Other Priority Group Reports will be possible once reports have gone to parents so that there is up to date information.

DWF tabled a document regarding Disadvantaged Students, detailing context/numbers, strategies and impact on attendance and achievement.

The following were noted:

- Year 10 has a much higher number of Disadvantaged Students (38), years 7-11 have between 21 and 29;
- For three years, the Disadvantaged cohort have achieved ahead of, or in line with "all students" nationally;
- One key outlier has skewed the figure Progress 8 figure for 2018 (0.02) which would otherwise have been 0.18, removing five would have given a figure of 0.65;
- In KS3, there is a progress gap which is biggest in Year 8;
- The Year 11 Progress 8 score is likely to be an over-prediction;
- Disadvantaged Students' attendance of 92.7% is below that for the school average (96.2%). It was agreed that it would be helpful to find and include the national figure in future reports, if possible.

**ACTION: DWF**

CC asked if more is being done for St Bart's Disadvantaged Students than other schools do for their Disadvantaged Students. DWF replied that it is very much the case that St Bart's does more than others –

Maureen Sims has case studies which list a large number of strategies. St Bart's is doing its very best to try to support this cohort.

St Bart's have around four times fewer Fixed Term Exclusions (FTEs) per 100 students than the national figures overall. The proportion of Disadvantaged Students with FTEs in 2017-18 and so far in 2018-19 is roughly the same as the national figure, if the relative proportion of the school cohort who are Disadvantaged is taken into account.

## **12. SAFEGUARDING**

CC confirmed that Rachel Mairs is the new Designated Safeguarding Lead and that Jon Lawes is the Deputy. Rachel Mairs currently has five safeguarding cases open. The Safeguarding Audit was recently completed.

**ACTION: the Safeguarding Audit to be sent to HLS for circulation to Governors.**

## **13. SDP**

CC reported that it has been agreed that there will be one SDP update per term and that this will be at the next meeting.

## **14. OFSTED**

CC highlighted that the consultation had opened on the Government's consultation on the new Ofsted Framework. The Ofsted Steering Group is working on a narrative and answers to possible questions.

JAM explained that as a result of the new framework for September 2019, the School's preparation for an inspection is being undertaken with two schedules in mind.

## **15. HEALTH & WELL-BEING**

PR attended the House Heads meeting in December. DWF and JDL covered the main items.

## **16. COMMUNITY ENGAGEMENT**

KS reported that this item was discussed at December's FGB. Communication with stakeholders will be co-ordinated through HLS. Parents will receive messages when appropriate eg a parent governor election or the Kirkland Rowell survey. Attendance at a Wednesday 8.30 am staff meeting is also possible.

## **17. GOVERNOR MONITORING VISIT**

KS' Learning Walk Report was circulated in advance of the meeting.

KS thanked KHH for the opportunity to accompany a learning walk across a number of Year 7 classes, as well as seeing what happens at break time as well as being able to speak to a TA in English.

CC reported that she had held a session with GS, PR and KL regarding governor link visits. They looked at what is needed, a proforma for reporting visits, considered learning walks and focussed visits.

**18. OFF-SITE ACTIVITIES REPORT**

This was deferred to the next meeting to allow for a fuller update as the last report was only given in November. It was agreed that these reports should come to the second meeting in each term.

**ACTION:** CC and HLS to amend annual work plan

**19. POLICIES FOR APPROVAL**

Careers Guidance & Education

This was deferred. JPS confirmed that new statutory guidance has been introduced but this has been in a piecemeal fashion so will be incorporated into an updated policy.

SEND Policy

This Policy was agreed pending the removal of Clause 3.6.

**ACTION:** HLS to update and prepare for FGB

**20. AOB**

Finance & Risk Committee

KS explained that the upcoming Finance & Risk Committee will cover budget challenges, including a possible PAN increase. All Governors are encouraged to attend so that they can understand the full picture.

Contribution Agreements

CAs were discussed at the Chairs' Meeting. Chairs of Committees will be having conversations with their committee members to draft all agreements by half-term.

These minutes are subject to final approval by the Education Committee at its next meeting.

Signed .....Date .....

Chair of the Education Committee